



Monday, July 31, 2017

BOARD CONSTRUCTION AND FACILITIES OVERSIGHT COMMITTEE

D300 Central Office
2550 Harnish Drive
Algonquin, IL 60102
5:00 PM

1. Call to Order

Meeting called to order

2. Approval of previous meeting minutes

3. Items for Discussion

3. 1. Weed Control and Pesticide Bid (Renewal)

Background

Historically, D300 has contracted out the broad application of weed control and fertilizer. This is due to the fact that there is specialized equipment and training necessary, the seasonal dates for application is very small and we do not have the manpower available to service all of our sites as necessary.

Our current application program is to apply a pre-emergent weed control in the spring; a fertilizer application and post-emergent weed control in early summer and a second fertilizer in the fall. We also have asked for a fixed price for a weed control application on demand.

In addition to these services, we also request for a flat hourly rate for the application of bee and wasp control. Historically, we have been confronted with situations where we needed to call our weed control vendor for help with bee control and we felt that it was necessary to ask for hourly pricing to properly budget for this potential. This application is site specific and on an as needed basis.

Recommendation

Administration is still reviewing the bid and will bring their recommendation to the CFOC at Monday's meeting.

Presenter: Dan Opels, Executive Director of Facilities

3. 2. Water Testing Update

The State of Illinois in conjunction with IDPH required that all districts test their consumable water sources in K-5 buildings built before 1987. At that point, school districts were to report any finding of lead at or exceeding 5 ppb (parts per billion). Municipalities are required to provide water at federal EPA standards for traces of

lead not to exceed 15 ppb. As a District, we have committed to remediating consumable sources of water that tested over 5 ppb. This has resulted in the need to address 16 kitchen faucets and 35 water fountains. We ordered kitchen faucets that are lead free and have chosen to replace water fountains with bottle filling stations that contain lead filters. This process is being performed internally by the buildings and grounds department and will be complete before that start of school. Attached for your review is a summary of the results by school.

Presenter: Dan Opels, Executive Director of Facilities

3. 3. Summer Projects Overview

Presenter: Dan Opels, Director of Facilities & Building & Grounds

3. 4. Maintenance Position Proposal

Background

As part of the FY 17/18 operations and maintenance budget, we would like to request an increase of 3 maintenance staff persons to assist with maintenance throughout the District. As part of the proposal, we would transfer existing purchased services dollars to the personnel costs associated with these positions with an intent to make the increase in FTE cost neutral. By hiring in-house maintenance staff, we believe we could get more bang for our buck by having in-house staff perform services that are currently being performed by outside contractors.

The outline for the recommendation of three maintenance personnel is as follows:

#1 – HVAC – Adding another skilled HVAC Technician to our team will allow for better management and maintenance repairs of the endless amount of mechanical equipment across the district. General repairs and maintenance of mechanical HVAC equipment is at a premium for us and the position will allow the department to enhance the impact we can make on maintain what we have so that the life of equipment can be extended. This position will also significantly reduce the need for overtime in the HVAC vertical. This position will also be valuable in other maintenance aspects as HVAC technicians have the ability to do electrical and plumbing as well.

#2 – Painter / Drywaller – A full time painter will help tremendously with the year over year maintenance of painting exterior doors, frames, window frames, and ongoing interior painting needs. Hiring an experienced professional painter will allow for the district to eliminate the need for contracted painting services, catalogue and organize district wide painting efforts and eliminate the need to hire out for taping and drywall services, which will enhance the skill of our maintenance staff. We would also task this position with being responsible for the upkeep and maintenance of all exterior signage for the district. This person would also be expected to help with other maintenance tasks as assigned. A job description will need to be developed in conjunction with the human resources offices for this

position.

#3 – Carpenter – The sheer amount of doors, door closures, locks, keys, carpet work, tile work and internal project work is overwhelming for our district carpenter. Adding a skilled carpenter to assist with the large amount of work orders and preventative maintenance needed district wide, will enhance our department's ability to service the basic needs of the district in a more efficient manner.

The thought process in this recommendation is to add individuals that can make an impact in their vertical and also possess a wide stretching skill set that can be applied to many different aspects of our maintenance department that will reduce the amount of contractor spend, increase our departments efficiency, and continue to provide the District with a skilled workforce focused on customer service for the betterment of all staff and students while prolonging the life of our building assets.

Recommendation

Administration recommends the transfer of existing Operations and Maintenance purchased service dollars to be used to hire 3 FTE as stated above.

Presenter: Dan Opels, Director of Facilities & Buildings & Grounds

3. 5. Master Facility Plan Update

Attached for your review is a draft copy of the Master Facility Plan for Algonquin Lakes Elementary School. Before school starts, we will have completed all of our building walk throughs. Our plan is to present the preliminary facility assessment at the September board workshop. We will review this document with you at our meeting to solicit feedback on the document.

As part of the overall Master Facility Plan, we will also need to complete the following tasks:

- *Roofing Evaluation**
- *Mechanical Evaluation**
- *Demographic Study**

Our process to complete these tasks is outlined below.

Presenter: Susan, Harkin, Chief Operating Officer

3. 5. 1. Roofing Evaluation Contract

Background

In our continued effort to ensure that the District facilities are being maintained properly, administration engaged Interstate Roof Systems in 2016 to develop a 5-year plan for the District's roofs. The proper maintenance of the District roofs is essential to the overall maintenance of our District facilities. Because of the magnitude of the roofs throughout the District, administration developed a phased approach to assess the District roofs as

follows:

Phase 1-Initial 5 Year Roof Evaluation & 2017 Roof Work (Completed)

In 2016, the Operations Team engaged Interstate Roof Systems to assess the District's roofs that were not under warranty and were in poor condition. Interstate completed roof scans for Algonquin Middle, B&G, Dundee Highlands, Golfview, Hampshire Elementary, Hampshire Middle, Jacobs, Neubert, Oak Ridge, Parkview, Perry, Westside Transportation Facility and Westfield Community due to the age and conditions of these roofs. Attached for your review is a preliminary cost estimate and financial plan to complete the roof work based upon these scans.

As part of that review and as authorized by the Board, it was identified that roof work needed to be completed at Dundee Highlands, Gofview, Oak Ridge and Perry school for the summer of 2017. Because of their expertise in roofing, the District engaged Interstate Roof Systems to develop bid specifications, facilitate the bid process and oversee the roofing work. That work is in progress and will be completed this summer.

Phase 2-2018 Roof Work (Recommendation)

As part of their 2016 review, Interstate Roofing Systems recommended that roofing work be completed at Jacobs and Algonquin Middle for the summer of 2018. With the success of the 2017 summer roofing projects, *we would recommend working with Interstate Roof Systems once again to have them develop bid specifications, facilitate the bid process and oversee the roofing work. Attached for your review is a copy of their engagement letter for this work.*

Phase 3-Initial 10 Year Roof Evaluation (Recommendation)

As part of the Master Facility Planning process and to continue with D300's holistic approach to maintenance, repair, and replacement of our roofing systems, we have had preliminary conversations with our roofing consultant regarding roof work that will need to be completed over the next 10 years outside of the schools listed above. Due to the age and condition as well as the applicable warranty and life expectancy of the roofs, Interstate recommends that we complete scans at Carpentersville Middle, Dundee Crown, Dundee Middle, Lake in the Hills Elementary and Lakewood. In order to develop a comprehensive plan for the proper maintenance of our roofs, *we would recommend working with Interstate Roof Systems to scan the roofs at these schools. Attached for your review is a copy of their engagement letter for their work.*

Recommendation

Administration recommends that the Board approve the engagement

letters with Interstate Roofing Company to assist with the proposed roof work at Jacobs and Algonquin Middle and complete scans at Carpentersville Middle, Dundee Crown, Dundee Middle, Lake in the Hills Elementary and Lakewood to assist in the development of an overall 10-year roofing plan.
Presenter: Dan Opels, Director of Facilities and Building and Grounds

3. 5. 2. Mechanical Evaluation Contract

Background

As a sub-component of the master facility plan and ensuring our mechanical equipment is properly maintained, we would like to complete a comprehensive assessment of the District's major mechanical equipment and system assessments at each of schools. This plan would be used to develop placeholders for replacement of any major mechanical equipment in our Master Facility Plan.

The District has worked with Bob St. Mary for the last 20 years for our mechanical engineering needs. Bob through Elara recently assisted with the mechanical work at Gilberts and Wright elementary. Having worked with the District for 20+years, Bob is extremely knowledgeable about the District mechanical equipment as he has been part of the design process for our equipment.

Recommendation

To ensure that we have all major facility components covered in the Master Facility Plan and ensure that the our mechanical equipment is being properly maintained, administration recommends that the board approve the attached mechanical assessment proposal from Elara in the amount of \$39,750. This proposal will be paid for out of the capital projects budget.
Presenter: Dan Opels, Executive Director of Facilities

3. 5. 3. Demographic Study

As discussed at our last CFOC meeting, we have received a proposal from Dr. Kasarda to complete a demographic study for the District. The plan will be to utilize the September 30, 2017 enrollment numbers as the baseline for the study. This information will be incorporated into the Master Facility Plan. A copy of Dr. Kasarda's proposal is attached for your review. Because the proposal is less than \$25k, it will not be brought to the full Board for approval and is being provided as information only to the CFOC.

Presenter: Susan Harkin, Chief Operating Officer

4. Public Participation

5. Announcements

Next meeting is schedule for Monday, September 18, 2017 at 5:00 p.m.

6. Adjournment